

Weekly Rhythm + KPI Toolkit — Read Me First

A simple weekly cadence to control performance: numbers, priorities, actions and accountability.

This toolkit gives you a repeatable weekly meeting format and a KPI scorecard. It's designed for owners who want control without bureaucracy.

Outcome (what you'll have completed)

- A weekly leadership meeting agenda and action register.
- A KPI scorecard (traffic light) that your team understands.
- A set of targets (monthly + 90-day priorities).
- A dashboard (Excel) to track KPIs consistently.
- A weekly rhythm that creates accountability without drama.

Time needed

Task	Time
Choose 8–12 KPIs and set targets	30–60 min
Set up the KPI dashboard (Excel)	20–30 min
Run your first weekly meeting (using agenda)	45–60 min
Weekly upkeep	10–15 min

The weekly rhythm (recommended)

- Monday/Tuesday: Weekly leadership meeting (45–60 minutes).
- Mid-week: Quick check-in on red KPIs (10 minutes).
- Friday: Close the week (5 minutes) — update dashboard and lock actions for next week.

Rules that make it work

- Keep it factual: numbers first, stories second.

- No blame: focus on actions and owners.
- If it's not written down, it didn't happen (action register).
- Review last week's actions before starting new ones.